



Human Resources

DATE POSTED: April 01, 2005

REQ. # 05-085

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER

2300 Virginia Avenue Fort Pierce, FL 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 04-01-2005 TO 04-07-2005, but will remain open until filled.

| DEPARTMENT/DIVISION |
|---------------------|
| VETERAN SERVICES |

| POSITION AVAILABLE |
|--------------------------|
| VETERAN SERVICES OFFICER |

| # OF OPENINGS |
|---------------|
| 1 |

| STARTING SALARY |
|-----------------|
| \$10.62 / hour |

| COMMENTS |
|------------------|
| Driving Position |

| VETERANS PREFERENCE |
|--|
| It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department. |

JOB CODE 668
PAY GRADE 10
SALARY : \$10.62 - \$15.97
VETERANS SERVICE OFFICER

MAJOR FUNCTION: Specialized administration work advising, counseling, and assisting veterans in matters pertaining to their rights and benefits under various federal and state statutes.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Knowledge of the law, rules, and regulations governing veteran's benefits under federal and state statutes.

Abilities: Ability to exercise good judgment in counseling and assisting in the solution of veterans' problems. Ability to enlist and retain the respect, confidence, and cooperation of veterans and veteran's agencies. Ability to interpret and enforce various federal and state statutes dealing with veterans' affairs. Ability to establish and maintain effective working relationships with superiors, coworkers, veterans, their dependents, civic groups, and the general public. Ability to express oneself clearly and concisely, orally and in writing. Basic typing skills required.

ESSENTIAL JOB FUNCTION: Maintains communications with the veteran community and all veterans' organizations, as well as the civic and business community. Participates in and attends conferences and conventions relating to the field of veterans' affairs so as to be current and knowledgeable on all matters affecting veteran's benefits. Must attend the Florida Department of Veteran Affairs "Annual Recertification Training Program". Advises and assist veterans or their dependents in presenting claim for disability compensations, pension, medical care, insurance, burial, vocational rehabilitation, loans, job counseling, and other claims for benefits which they may be entitled to under federal and state statutes. Prepares claim forms and briefs and assembles necessary information to establish the validity of the claim. Reviews claim information, briefs available records and evidence, and prepares resumes as needed. Contact doctors and other individuals relative to furnishing official affidavits and evidence for individual claimants. Represents veterans before various officials as necessary to establish veteran's claim. Prepares and presents talks to civic groups on matters pertaining to veteran's affairs. Contacts employers relative to employment opportunities for disabled veterans. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good hand/eye coordination. Very frequent use of good near vision, good hearing. Occasional walking and frequent standing. Ability to lift occasionally 30 lbs.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the office in a sedentary posture.

WORK HAZARDS: None.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Two-year degree from an accredited university or college.

EXPERIENCE: Two years responsible administration experience. Must be an Honorably Discharged Veteran. A comparable amount of training or experience may be substituted for the minimum education qualifications.

LICENSE, CERTIFICATION, OR REGISTRATION: Must complete the State Veterans Officer course and must be designed a CVSO by the Florida Department of Veteran's Affairs. Valid Florida driver's license and a good driving record. Must be an Honorably Discharged Veteran.

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| Union | Non-Union ✓ | Exempt | Non-Exempt ✓ |
|-------|-------------|--------|--------------|